



Creating an Assignment Folder – D2L Tutorial

This tutorial is for faculty who have previous experience using D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the basic steps involved when you wish to create an assignment submission folder for individual students submitting files (e.g., Word documents, Excel spreadsheets, etc.), or embedding video/audio, etc., in the Assignments tool in D2L.

Steps

1. Go to the **Assignments** tool in your course.
2. Click **New Assignment**.

Assignments Help

New Assignment Edit Categories More Actions

Bulk Edit

<input type="checkbox"/>	Folder	New Submissions	Completed	Evaluated	Feedback Published	
No Category						
<input type="checkbox"/>	Assignment 1 ⌵ 🔑	1	3/4	2/4	2/4	
<input type="checkbox"/>	Assignment 2 ⌵		3/4	3/4	3/4	
<input type="checkbox"/>	Assignment 3 ⌵ 🔑	1	3/4	4/4	0/4	
<input type="checkbox"/>	Text submission assignment ⌵	3	2/4	0/4	0/4	



3. The Assignment editing interface consists of a main area for the **Name**, **Score**, **Due Date**, **Instructions**, and **Attachment** options), a side panel on the right (for Availability Dates and Conditions options, Submission and Completion options, and Evaluation and Feedback options), and a bottom set of buttons (Save, Cancel, and Visibility).

The screenshot displays the Assignment editing interface. At the top left, there is a navigation link: < Back to Manage Assignments. The main form area is divided into several sections: 'Name *' with a text input field containing 'Untitled'; 'Score Out Of' with a dropdown menu set to 'Ungraded'; 'Due Date' with a calendar icon and a text input field for 'M/D/YYYY'; 'Instructions' with a large text area; and a bottom section with icons for audio and video recording, and buttons for 'Record Audio' and 'Record Video'. The right-side panel contains three expandable sections: 'Availability Dates & Conditions' with a dropdown arrow and the text 'Always available'; 'Submission & Completion' with a dropdown arrow and the text 'File submission'; and 'Evaluation & Feedback' with a dropdown arrow and the text 'No rubric added'. At the bottom of the interface, there is a row of buttons: 'Save and Close' (a blue button), 'Cancel' (a grey button), and 'Visibility' (a button with an eye icon and a toggle switch).



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4. First, the main area. You will need to give your assignment a Name. You can then choose to add a **Score Out Of** and a **Due Date**. When you click **Score Out Of**, you are given the option to connect your Assignment folder to or disconnect it from a Grade Item (**Choose from Grades**, **Remove from Grades**, or **Reset to Ungraded**). You can then add instructions into the **Instructions** box.

← Back to Manage Assignments

Name *
Assignment 5

Score Out Of
10 points

Due Date
2/1/2021 11:59 PM

In Grades
Choose from Grades
Remove from Grades
Reset to Ungraded

Instructions
Review the Assignment instructions in Content, and then submit your Assignment here.

🔄 ⚡ 🔗 Record Audio

Under the Instructions box are options to add additional items such as an instructional document or a template file through **File Upload** (the first icon), **Attach Link to Existing Activity** in D2L such as a Content page (the second icon), **Attach a Weblink** (the third icon) or **Record Audio** instructions.

← Back to Manage Assignments

Name *
Assignment 5

Score Out Of
10 points

Due Date
2/1/2021 11:59 PM

In Grades
Grades

Instruction
Review the Assignment instructions in Content, and then submit your Assignment here.

🔄 ⚡ 🔗 Record Audio





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5. **Availability Dates and Conditions** allows you to set a **Start Date** (which opens the Assignment folder so students can begin submitting assignments) and an **End Date** (which closes the Assignment folder so students can no longer submit assignments). You can also attach **Release Conditions** to the Assignment folder (see the tutorial entitled *Conditional Release – Setting up Release Conditions* (under **Course Admin**) for more information), as well as **Special Access** parameters (see the tutorial entitled *Setting up Special Access for Assignments* for more information).

Availability Dates & Conditions

Start Date

End Date

Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

[Add Release Condition](#) ▼

Special Access

Special Access allows assignments to be available to only a select group of users or individualized due dates for certain users.

[Manage Special Access](#)



6. **Submission and Completion** allows you to set the Assignment folder as an **Individual** or **Group Assignment**. Keep **Individual assignment** selected, unless you are asking students to submit one assignment for a group, in which case you will select **Group assignment** and select the **Group Category** you wish to assign the Assignment folder to.

You can then select your preferred **Submission Type**. Select **File submission** if you want students to upload something as their assignment (for example, a WORD document); select **Text submission** if you want students to type a short text directly into D2L, or to embed an image, video, or audio piece as their assignment (so you can view the media directly in D2L without downloading anything); select **On-paper submission** if students are handing in assignments in person; and select **Observed in person** to give feedback for an in-class presentation or activity.

And finally, select your **Files Allowed/Submissions** settings. **Files allowed per submission** refers to how many files a student can upload at one time – for example, you may want students to submit a table of contents, a bibliography, or other separate files for submission. **Submissions** refers to how many submissions are kept in the folder at one time, and if a student can submit to the Assignment folder more than once. The most restrictive set of selections is “One file per submission” with “Only one submission allowed”, meaning a student can upload ONE file and submit to the Assignment folder only ONCE – which might be a setting to consider for a take-home exam.

You can also add a **Notification Email** which will send an email every time a submission is made to this assignment folder.

Submission & Completion

Assignment Type

Individual Assignment

Group Assignment

Submission Type

File submission

Files Allowed Per Submission

Unlimited

One File

Submissions

All submissions are kept

Only one submission allowed

Only the most recent submission is kept

Notification Email

Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted.



- Evaluation and Feedback** allows you to attach a **Rubric** (note you need to have already created a Rubric in the Rubrics tool before you can attach it). The advantage to this is that you can use the Rubric to assign consistent feedback to student work, and grades generated by a Rubric will automatically be assigned to the student's submission area. Then select or deselect the **Annotation Tools** setting (see the tutorial entitled *Using the Annotation Tool in Assignments* for information on how this tool works when grading assignments). Attach **Learning Objectives** only if you have already set up Learning Objectives for your course (very rarely used).

Evaluation & Feedback

Rubrics

Add rubric ▾

Learning Objectives

No learning objectives

Manage Learning Objectives

Annotation Tools

Make annotation tools available for assessment

- Finally, at the bottom you can click **Save and Close** to save your changes, or click the **Visibility** toggle to make the Assignment folder **Visible** or **Hidden**.

< Back to Manage Assignments

Name *

Assignment 5

Score Out Of

10 points

In Grades ▾

Due Date

2/1/2021 11:59 PM

Instructions

Review the Assignment instructions in Content, and then submit your Assignment here.

Record Audio

Availability Dates & Conditions

Always available

Submission & Completion

File submission

Evaluation & Feedback

No rubric added

Save and Close Cancel Visibility

Things to Remember

You will not be able to assign a Category to an Assignment in the Assignment editing area. You will need to use Bulk Edit for this. See the *Bulk Edit in Assignments* tutorial for further information.

Review the other tutorials for the Assignments tool to find out how to add Special Access for students who need accommodations, for how to grade submissions, etc.



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